

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Bureau of Health and Nutrition Services and Child/ Family/School Partnerships
25 Industrial Park Road
Middletown, Connecticut 06457

TO: Sponsors of School Nutrition Programs

FROM: Maureen B. Staggenborg, Director
Child Nutrition Programs

DATE: August 17, 2004

SUBJECT: **Operational Memorandum # 20-04**

I. Submission of School Nutrition Applications - Ed-099 Schedule B
II. On-Line Application and Claim Process

- I. ED-099 Schedule B** – All sponsors of the School Nutrition Programs must submit updated Ed-099 School Nutrition Application information no later than **September 15, 2004**. The application information for School Year 2004-2005 may be submitted electronically using the new on-line application and claim system for Child Nutrition Programs (replacing the need to submit an ED-099 Schedule B form); or by submitting a paper copy of the ED-099 Schedule B. Note: If you have updated your on-line agreement and site data in the 2004 files, it is still necessary to add and update the agreement and site files for the 2005 file. Some but not all of the data from 2004 has been transferred to 2005. Therefore, you will need to check 2005 to ensure that the data is up-to-date and accurate.

The following are instructions for filing school year 2004-05 application information electronically or by hard-copy. Please note that a general user manual is attached for your information about the new on-line system.

On-Line Transmittal of Child Nutrition Application Data

1. Go to the CNP 2000 Child Nutrition Application and Claim web site:
www.csde.state.ct.us/connecticutprod
2. Enter assigned user ID and password
3. Select National School Lunch Program Section
4. Select Agreements and then select Sponsor Agreement
5. Select Program Year 2005
6. Select New Agreement/Select New
7. Go to sponsor agreement
8. Enter or update the information for your district, private school, sponsor or agency for the new year beginning with the first day of school to the last expected day of school.
9. Select Submit and then Finish. The application will be unapproved. Approval will be done by the Department of Education, Child Nutrition Program staff.
10. Go back to select Sites. Select ADD Sites and click on each site to add. Update or enter data for 2004-2005 related to each school or site covered by your agreement. Select

Submit and Finish for each site record. Note: The site applications will be unapproved. Approval will be done by the Department of Education, Child Nutrition Program staff.

Paper Submittal of ED-099 Schedule B

You may download the Ed-099 Schedule B – School Nutrition Application from the website at www.state.ct.us/sde/. Click on the blue button labeled Child Nutrition Programs. You will find the Ed-099 Schedule B at the School Nutrition Information/NSLP/2004-05 Forms/Schedule B(ED-099) links. Download and print the form (2 pages). Please complete and promptly mail to this office no later than **September 15, 2004**.

- II. ED-103 Reimbursement Claim for National School Lunch, School Breakfast and Special Milk** - Reimbursement claim information may be submitted electronically using the new on-line application and claim system for Child Nutrition Programs (replacing the need to submit an ED-099 Schedule B form). Note: Both the electronic and paper claim submissions must be continued for all claims through the submission of the claim for the month of September 2004. Instructions and training for the submission of claims on-line have been provided during this last year. Claims for the upcoming year beginning year starting with the October 2004 claim can be entered at the following web site under the program year 2005:

www.csde.state.ct.us/connecticutprod

For sponsors that have not received training or are not yet ready to implement the new process, a paper copy of the ED-103 Reimbursement Claim for National School Lunch, School Breakfast and Special Milk may be submitted. The current version of the claim form was revised in May 2004. This version of the claim form is to be used for School Year 2004-2005.

You may download the ED-103 Reimbursement Claim for National School Lunch, School Breakfast and Special Milk from the website at www.state.ct.us/sde/. Click on the blue button labeled Child Nutrition Programs. You will find the Ed-103 at the School Nutrition Information/NSLP/2004-05 Forms/ED-103 Claim Form links. Download and print the form and instructions.

Authorized Signatures Change Form – Please remember to file an Authorized Signatures Change Form if **either** of the two approved signatures for your Agreement has changed. Claims can not be processed without correct, updated signatures.

In the future, the process for submitting the School Nutrition Application (ED-099 Schedule B) and the Child Nutrition Claim for Reimbursement (ED-103) will be submitted electronically through an Internet web site set up for this purpose. The goal is to have all Child Nutrition Program sponsors using this on-line process **by the end of 2004-05 school** years. Details regarding future training sessions will be sent at a later date.

Questions about any of the information provided in this Memorandum may be directed to the following staff:

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